



Administration for Children and Families

Office of Family Assistance

Health Profession Opportunity Grants to Serve TANF Recipients and Other Low-Income Individuals

HHS-2015-ACF-OFA-FX-0951

Application Due Date: 05/29/2015

Health Profession Opportunity Grants to Serve TANF Recipients and Other Low-Income Individuals

HHS-2015-ACF-OFA-FX-0951

TABLE OF CONTENTS

Overview

Executive Summary

I. [Program Description](#)

II. [Federal Award Information](#)

III. [Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

IV. Application and Submission Information

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

V. [Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

VI. [Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

VII. [Agency Contacts](#)

VIII. [Other Information](#)

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Family Assistance
Funding Opportunity Title: Health Profession Opportunity Grants to Serve TANF Recipients and Other Low-Income Individuals
Announcement Type: Initial
Funding Opportunity Number: HHS-2015-ACF-OFA-FX-0951
Primary CFDA Number: 93.093
Due Date For Letter of Intent: **04/29/2015**
Due Date for Applications: **05/29/2015**

Executive Summary

Notices:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/howto>.**

The Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Family Assistance (OFA) announces the availability of funds and requests applications for its Health Profession Opportunity Grants (HPOG) to serve Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals. This Funding Opportunity Announcement (FOA) provides funds for cooperative agreements to conduct demonstration projects that provide eligible individuals with the opportunity to obtain education and training for occupations in the healthcare field that pay well and are expected to either experience labor shortages or be in high demand.

Organizations that qualify may apply under both this funding opportunity announcement and HHS-2015-ACF-OFA-FY-0952, the Health Profession Opportunity Grants for Tribes, Tribal Organizations, or Tribal College or University. However, an organization may only be funded under one of the two funding opportunity announcements, and not both.

I. Program Description

Statutory Authority

This program is authorized under section 2008(a)(1) of the Social Security Act (42 U.S.C. § 1397g(a)(1)), as amended by section 208 of the Protecting Access to Medicare Act of 2014 (Pub. L. 113-93).

Description

BACKGROUND

Healthcare providers contribute significantly to the strength of regional economies, and employment in the healthcare sector is projected to grow significantly throughout the next decade. An aging population, projected retirements for current healthcare workers, and the expansion of insurance coverage, will necessitate a pipeline of skilled individuals ready to enter healthcare occupations.

The absence of qualified workers in this diverse sector threatens the quality and availability of medical care, and the economic stability and growth potential of communities in rural, urban, and suburban areas. Although some job opportunities exist for workers without extensive specialized training, most healthcare occupations require training leading to a vocational license, certification, or postsecondary educational certificate or degree. Moreover, the growing complexity of healthcare delivery, including changing technologies and introduction of advanced medical devices, will require both incumbent workers and new entrants to upgrade their skills continuously.

[Temporary Assistance for Needy Families](#) (TANF) recipients and other low-income individuals face significant barriers in obtaining the skills, education, and training needed for a job that provides a family sustaining wage.

These issues were directly addressed by the Patient Protection and Affordable Care Act, Pub. L. 111-148, and the Health Care and Education Reconciliation Act of 2010, Pub. L. 111-152, (collectively known as the Affordable Care Act), which were signed into law on March 23, 2010. Section 5507 of the Affordable Care Act authorized grants to develop demonstration projects that provide TANF recipients and other eligible low-income individuals with the opportunity to obtain education and training for occupations in the healthcare field that pay well and are expected to either experience labor shortages or be in high demand. The Administration for Children and Families (ACF), Office of Family Assistance (OFA), administers the Health Profession Opportunity Grants (HPOG) program.

In September 2010, OFA awarded approximately \$67 million in funding to 32 organizations located across 23 states. Grantees include two community based organizations, four state entities, nine local workforce investment boards, one university, two community college districts, nine community colleges, four tribal community colleges, and one tribal council.

HPOG programs:

1. Target skills and competencies demanded by the healthcare industry.
2. Support career pathways, such as an articulated career ladder.
3. Result in an employer or industry recognized credential (which can include a license, third-party certification, postsecondary educational certificate or degree, as well as a Registered Apprenticeship certificate).
4. Combine supportive services with education and training services to help participants overcome barriers to employment as necessary.

A complete directory of all current grantees and numerous relevant resources can be found at the [HPOG website](#). Evaluation reports on the HPOG program can be found on the [Office of Planning, Research, and Evaluation \(OPRE\) website](#).

The fifth and final year of the initial round of HPOG grants will end on September 29, 2015. The Protecting Access to Medicare Act (enacted April 1, 2014) extends HPOG through FY 2015, which enables a new grant competition process for the program. It is expected that new grants will be for 60-month project periods with five 12-month budget periods. However, funding of HPOG projects beyond the first 12-month budget period will require the appropriation of additional funds not contained in the current authorizing legislation.

Ready to Work: New Actions to Expand Job Driven Training and Broaden the Pathway to the

Middle Class

In 2014, the Vice President Joseph R. Biden, Jr., led a review of federal job training programs. This process resulted in the creation of [a report](#) called “Ready to Work: Job-Driven Training and American Opportunity.” The main conclusion of this report is that training programs should be designed for jobs that actually exist. When people complete a training program, they should have confidence a job is available that is closely aligned with the training they received. Job-driven training programs engage employers, offer work-based learning opportunities, use labor market data, measure and evaluate employment and earnings outcomes, build career pathways, provide relevant support services, and develop regional partnerships.

On the same day that Vice President Biden delivered his report to President Barack Obama, the President signed into law the [Workforce Innovation and Opportunity Act \(WIOA\)](#). WIOA reflects the strategies identified in the Job-Driven Training Report, encouraging the coordination of employment and training services provided by its core programs so that job seekers acquire skills and credentials that meet employers’ needs.

Every state will develop and submit a unified plan that provides a 4-year strategy for core programs to prepare an educated and skilled workforce and meet the workforce needs of employers. The core programs are: youth workforce investment activities and adult and dislocated worker employment and training activities; adult education and literacy programs; Wagner-Peyser employment services; and vocational rehabilitation services. States may include other key partners in their plans, such as TANF.

The HPOG program is a national model in implementing the strategies described in the Job-Driven Training Report and codified in WIOA, and future HPOG programs will continue and expand upon these strategies. HPOG programs will actively engage and coordinate with state and local agencies responsible for WIOA implementation, so that HPOG continues to learn about the effectiveness of such partnerships.

GENERAL PROGRAM REQUIREMENTS

Eligible Individuals

As specified at section 2008(a)(4)(B) of the Social Security Act (42 U.S.C. § 1397g(a)(4)(B)) this FOA provides education, training and supportive services to the following eligible individuals:

1. TANF recipient receiving assistance under the TANF program.
2. Other low-income individuals described in the application.

For the purposes of this FOA, a TANF recipient is defined as receiving "assistance" or "cash assistance." The term "assistance" as related to a state TANF program is defined in the Code of Federal Regulations (CFR) at 45 CFR § 260.31(a) and 45 CFR § 263.2(a)(1) and for a Tribal TANF program at 45 CFR § 286.10. Whenever this FOA refers to TANF programs or TANF recipients, it includes all federally recognized Tribal TANF programs and Tribal TANF recipients as defined here.

Applicants may extend eligibility to individuals receiving TANF "non-assistance" benefits funded with federal TANF or state Maintenance of Effort (MOE) funds and other low-income individuals by including such individuals in their application’s definition of "other low-income individuals.” See *Section IV.2. The Project Description* for application instructions.

Within these categories, HPOG programs may serve a wide range of individuals, such as those who have not completed high school, custodial and/or non-custodial parents, individuals with disabilities, veterans, persons affected by domestic violence, youth aging out of foster care, individuals with a family history of intergenerational poverty, and individuals with limited English proficiency. The intent of the HPOG program is to provide education and training to individuals who would otherwise not have access to it.

Any assistance or services provided under this FOA to an eligible individual shall not be considered income, and shall not be taken into account for the purposes of determining the individual's eligibility for, or amount of, benefits under any means-tested program.

Funds awarded under this FOA are subject to the citizenship eligibility requirement of Title IV Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193) (See 8 U.S.C. § 1601 et seq.). Program eligibility is limited to individuals who are citizens of the United States or who meet the immigrant eligibility requirements for federal public benefits. HPOG programs are responsible for verifying the citizenship or immigrant eligibility of potential beneficiaries (42 U.S.C. § 1397g(a)(2)(A)(ii)).

Enrolled individuals are those who meet the HPOG program eligibility criteria and engage in at least one substantive activity, such as basic skills education or beginning any healthcare occupational training, or receive at least one supportive service, such as case management, academic support, tutoring, tuition assistance or other financial support directly related to training, transportation assistance, or child care.

This does not include assessments, counseling, or other activities that take place to determine individuals' eligibility for the program.

Throughout the FOA, individuals who are actively enrolled are referred to as HPOG program participants, or simply participants.

Employer Demand

Consistent with the strategies given in the Job Driven Training report and WIOA, HPOG programs provide education and training programs for professions demanded by the healthcare industry. The Departments of Labor, Commerce, Education, and Health and Human Services recently published [a report](#) called "What Works in Job Training: A Synthesis of the Evidence" which includes information about both engaging employers and using labor market information.

Studies show that engaging employers—particularly around sector-specific training programs—can lead to employment, higher earnings, and more employment hours for training participants. Additionally, this engagement can lead to increased productivity, reduced employee turnover, and fewer customer complaints for employers. Similarly, there is evidence that a combination of providing labor market information and other career guidance can result in better persistence in training programs, higher rates of employment, and increased earnings for participants. HPOG programs should be designed in consultation with employers and aligned with labor market demand so that participants can obtain employment in the occupation they are trained for within their community, and achieve self-sufficiency through a career pathway that is expected to pay well.

HPOG programs also include other strategies for strengthening employer connections, such as having job developers or employer outreach specialists on staff, partnering with sector organizations, and providing opportunities for work-based learning, which may include (but is not limited to) cooperative education, externships, internships, job shadowing, on-the-job training (OJT), work-study, pre-apprenticeships, and/or Registered Apprenticeships. Where possible, programs are strongly encouraged to have formalized relationship with employers, with roles and responsibilities clearly described in a memorandum of understanding, affidavit, contracts, or similar agreements. Additional strategies and information can be found at Department of Education's Tools for Building Employer-Educator Partnerships [website](#).

Education and Training

HPOG programs are closely aligned with the use of career pathways. Career pathways are broadly described in [a joint letter](#) issued by the Departments of Health and Human Services, Labor, and Education in April 2012, and defined in [Title I Sec. 3 \(7\) of WIOA](#).

Many TANF recipients and other low-income individuals who obtain entry-level occupations often lack

the wages necessary to achieve self-sufficiency. To address this issue, HPOG programs should incorporate clearly articulated healthcare [career ladders and/or lattices](#), which consist of a group of related jobs that comprise a career, in order to assist participants in obtaining employment that is expected to pay well and lead to self-sufficiency. HPOG programs are encouraged to provide a number of different career ladders and/or lattices for diverse sub-sectors within the healthcare industry, so that they can meet the demands of a wider variety of employers, while also serving participants with a wider variety of different occupational interests.

Well-defined career pathways include the specific education and employment steps for the career pathway and how those steps are connected and associated with student supports. They show how training connects to specific employer-recognized credentials; what competencies are required for each step; how credentials stack on each other to lead to higher-paying jobs; and how the non-credit training is connected to credit-bearing education.

Strategies for helping participants progress along a career pathway may include:

- Targeting the training offered to higher wage healthcare occupations so that, even if participants only complete one training program, it will be for a higher wage position.
- Keeping participants engaged and helping them enroll in a second training step after completing an initial training.
- Targeting training and placement to employers who support employee advancement in tangible ways, such as through tuition reimbursement.
- Working with graduates of training over time to help them change jobs strategically.

Additional strategies and information can be found at the Department of Labor's [Career Pathways Initiative](#) website.

Based on the existing body of evidence and past performance of HPOG programs, there are several education and training components that are likely to improve program outcomes within the framework of a career pathway. The components can be provided either as stand-alone activities or integrated into other educational activities.

- *Basic skills education* (including adult education and/or college remediation): Low reading and math skills represent a principal barrier to HPOG recruitment and to participant success in occupational training, college prerequisite courses, and other credit courses. HPOG programs should provide innovative approaches to basic skills education, based on the best available evidence, so that lower-skilled individuals can enroll in the program and will go on to enter and complete post-secondary training. Innovative approaches include acceleration, contextualization, and integration of basic skills education with occupational training or “gatekeeper” college courses.
- *Work readiness*: Includes activities encouraging interpersonal skills (e.g., clear communication, ability to work in a team), intrapersonal skills (e.g. self-discipline, good work ethic), and workplace navigation skills (e.g., punctuality, organizational skills). Soft skills, such as a positive attitude and the desire to work hard, are often seen by employers as the most important factor for hiring applicants.
- *Articulation of training*: A substantial portion of training for entry level health positions is provided through non-credit training. Since the intent of HPOG is to establish career pathways, the articulation of non-credit and for credit training must be addressed. Similarly, articulation from an associate's degree program to a bachelor's degree program is also important.

Additional strategies and information on serving and improving program outcomes for low-skill individuals can be found in the Department of Education's [report](#), "Making Skills Everyone's Business: A Call to Transform Adult Learning in the United States."

All education and training activities offered must comply with the funding restrictions given in *Section IV.5. Funding Restrictions* of this FOA.

Employer or Industry Recognized Credential

HPOG programs should result in an employer or industry recognized credential (which can include a license, third-party certification, postsecondary educational certificate or degree, as well as a Registered Apprenticeship certificate). For the purposes of this FOA, an employer or industry recognized credential is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by Workforce Investment Boards are not included in this definition. Work Readiness Certificates are also not included in this definition. An employer or industry recognized credential is awarded in recognition of an individual's attainment of technical or occupational skills by any of the following organizations:

- A state educational agency or a state agency responsible for administering vocational and technical education within the state.
- An institution of higher education described in section 102 of the Higher Education Act (20 USC § 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A [Registered Apprenticeship program](#).
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession.
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons;
- Job Corps centers that issue certificates.
- Institutions of higher education that are formally controlled, or have been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Supportive Services

If appropriate, HPOG programs should provide participants with supportive services that help them complete their education and training programs and find employment. Based on the existing body of evidence and past performance of HPOG programs, there are several supportive service activities that are likely to improve program outcomes:

- *Academic supports*: Academic supports may include tutoring, supplemental group instruction, group study sessions, one-on-one time with the instructor, and referral to self-study resources.
- *Case management*: Intensive and integrated academic and career advising can improve outcomes. Common responsibilities of case managers include participant monitoring, academic and career counseling, and personal or financial counseling. More intensive case management is characterized by program staff initiating contact with participants and meeting frequently (e.g., weekly), sometimes through a mix of in-person and virtual (phone, text, email, social media) contacts.
- *Child care*: Adequate child care is essential to parents hoping to complete training or secure fulltime employment.
- *Transportation assistance*: Enables participants to get to and return home from education, training and/or employment.
- *Tuition assistance and other financial support directly related to training*: Financial support to cover the costs of participating in education and training programs, as well as related training expenses, is widely viewed as a critical support in education and training programs for low-income

adults. Assistance may be provided for tuition, fees, books and supplies.

HPOG programs may also provide additional supportive services that improve program outcomes. All supportive services offered must comply with the funding restrictions given in *Section IV.5. Funding Restrictions* of this FOA.

Consultation and Coordination

HPOG programs must demonstrate that projects will be designed and carried out in consultation and coordination with each of the following entities (42 U.S.C. § 1397g(a)(2)(B)):

- The state agency responsible for administering the state TANF program.
- The local Workforce Investment Board in the area in which the project is to be conducted (unless the applicant is such board).
- The state Workforce Investment Board established under section 111 of the Workforce Investment Act of 1998.
- The state Apprenticeship Agency recognized under the Act of August 16, 1937 (commonly known as the National Apprenticeship Act) (or if no agency has been recognized in the state, the Office of the Apprenticeship of the Department of Labor).

ACF understands that Workforce Investment Boards are transitioning into Workforce Development Boards as a result of the Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128), which supersedes the Workforce Investment Act of 1998. HPOG programs should seek consultation and coordination with whatever the existing relevant entities are in their state and local service area, and ACF will work closely with the Department of Labor in providing guidance to grantees throughout the process of WIOA implementation as transitions occur.

During the first round of HPOG grants OFA published a technical assistance [document](#), "Health Profession Opportunity Grant and TANF Partnerships: Lessons Learned in Engaging TANF Participants." It reports that some HPOG programs found it important to include TANF partners early, establish formal agreements, align service approaches between HPOG and TANF, co-locate services, and share success stories. To engage TANF participants, the key themes identified were creating structured identification and referral processes, providing intensive case management support, and addressing TANF work participation requirements.

OFA also published a technical assistance [document](#), "Health Profession Opportunity Grants and Registered Apprenticeship: Successes, Challenges, and Opportunities." Some of the strategies suggested include: planning ahead for the resources and staff time needed to develop curricula and marketing materials, build partnerships with employers and the state apprenticeship office and comply with registration requirements; developing materials that build the business case for apprenticeship; and partnering with employers that have had some experience with apprenticeship or have already registered a program.

HPOG programs can also include other partners that provide resources or expertise to better coordinate services and improve outcomes for program participants, such as Supplemental Nutrition Assistance Program, Medicaid, legal aid, and especially services funded by the Administration for Children and Families (ACF), such as Head Start, child care, domestic violence prevention, and refugee resettlement programs.

In order to build more effective partnerships, HPOG programs can establish business processes, protocols, partnership agreements, referrals, implementation strategies, Memoranda of Understanding (MOU), and/or commit staff and HPOG program funds to coordinate services that will be utilized during the course of project implementation to assist in carrying out HPOG program objectives.

Planning Period

Grantees will be given up to 120 days for intensive and comprehensive planning. During this planning period, grantees will be required to work with and provide any clarifying information needed to the federal evaluation team, in order to establish and implement evaluation and data entry protocols. Other planning activities may include, but are not limited to:

- Partnership building;
- Coalition building;
- Development of MOU and/or interagency agreements;
- Acquisition of supplies, equipment, and/or contracts;
- Hiring and training staff (Project Director must be hired no later than the end of the 120-day period);
- Clarifying 5-year goals and population to be served;
- Providing additional information, as needed, on program components, course offerings, and support services to populate the data information system.

Federal Evaluation of HPOG Programs

HPOG's authorizing legislation calls for a comprehensive evaluation of the demonstration projects funded under HPOG. Accordingly, ACF plans to evaluate rigorously the effectiveness of funded HPOG programs. OPRE will oversee the federal evaluation activities, which will include an implementation and impact evaluation (with long-term follow-up) of grant-funded programs, and a separate but coordinated evaluation of tribal grantees awarded under a separate FOA (HHS-2015-ACF-OFA-FX-0952). There may also be additional data collection efforts to assess specific topics of interest.

All data collection protocols will be reviewed by the Office of Management and Budget (OMB) and the federal evaluation team's Institutional Review Board (IRB) for approval. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The federal evaluation activities are intended to expand the career pathways evidence base and to build on what has been learned to date about how to design and implement successful career pathways programs for low-income individuals, and improve the outcomes of individuals who participate in these programs. The evaluation activities will be designed to provide information on program implementation, systems change, participant outcomes, and impacts.

As a condition of acceptance of a grant award, all grantees are required to participate in the federal evaluation and to follow all evaluation protocols established by ACF or its designated contractors. Participating in the federal evaluation will include, but is not limited to, the following:

- HPOG programs will be expected to adhere to uniform data collection requirements (see *Section VI. 3 Reporting* for more information).
- The evaluation will involve random assignment of individuals. HPOG programs will be expected to abide by random assignment procedures and facilitate the random assignment process for individuals, which involves entering eligible individuals into a lottery to determine if they will be invited to participate in the program. Individuals who are not invited to participate will serve as a control group in the evaluation and will not receive HPOG program services, but may enroll in any other program or service for which they are eligible.
- Random assignment of individuals will begin immediately following the 120-day initial planning period. Individuals must complete the application process prior to random assignment; only individuals who have been deemed both eligible and suitable for program participation may be entered into the lottery.
- During the initial planning period, the evaluation study team will work with HPOG programs to prepare for random assignment. Training will involve in-person visits by the evaluation team, as

well as periodic web-based trainings or refreshers for new program personnel.

- During the planning period, some HPOG programs will be selected by the evaluation team to implement and test one or more “enhanced” program components in order to evaluate the effectiveness of these enhancements. HPOG programs that agree to implement these enhanced components and the additional evaluation processes needed to measure their effectiveness will receive additional funding and technical assistance from the federal evaluation team.
- The control group size for the study will have a 1:1 ratio for random assignment. For example, a program that enrolls 500 individuals over the course of the 5-year project plan would need to recruit and assess 500 additional individuals that meet all of the eligibility criteria for the HPOG program (i.e., TANF or low-income individual, citizenship, etc). ACF estimates that HPOG programs that enroll between 500 to 750 individuals over the course of the 5-year project plan will be eligible to measure site-specific impacts. Enrolling a larger number of individuals would result in more accurate impact results.
- Under the [HPOG Impact Study](#), 20 HPOG grantees funded in FY 2010 participated in random assignment and formed treatment and control groups. The status of both of these groups must be maintained through December 2017 to preserve the integrity of the study’s long-term follow-up (which entails a survey of treatment and control group members 36 months after random assignment date). Therefore, control group members of the current HPOG Impact Study may not enroll in an HPOG program funded under this FOA until January 2018. Any treatment group member of the current HPOG Impact Study will be allowed to re-enroll in an HPOG program without being subject to random assignment. Any applicant who participated in the HPOG Impact Study must take into account the maintenance of the treatment and control groups through December 2017 when formulating projections for program enrollment.
- HPOG programs will be expected to abide by other evaluation-related requirements as determined by ACF or its designated contractors, including but not limited to seeking informed consent from all study participants, facilitating on-site meetings and program observations, and responding to surveys and other information requests.

In addition to meeting evaluation requirements, HPOG programs must also meet regular grant reporting requirements specified in this announcement. See *Section VI.3 Reporting* for more information. As part of participating in the evaluation, grantees will receive technical assistance and other support in meeting reporting and evaluation requirements.

Annual and Roundtable Meetings

HPOG programs are required to attend annual HPOG meetings in Washington, DC. They are also required to attend roundtable meetings in regional locations. For the annual meeting, grantees should have allocated sufficient grant funding in their proposed program budgets to cover travel, accommodation, and per diem expenses for three individuals for a 2-day meeting which will occur once each year. For the roundtable meetings, grantees should have allocated sufficient grant funding for two individuals in a two-day meeting which will occur once a year. ACF may specify the individuals who are to attend these meetings (e.g., project directors, budget person, case manager, job developer, instructor, etc.). Additional funds for these expenses will not be available once grants are awarded. See *Section IV.2 Budget and Budget Justification* for more information.

Technical Assistance

HPOG programs must agree to work cooperatively with ACF sponsored technical assistance. Grantees must agree to participate in technical assistance activities and meetings, and allow ACF and designated stakeholders to observe program activities and participate in grantee partner meetings as needed.

Technical assistance will be provided in-person and virtually to support grantees in meeting their goals.

In-person technical assistance may include annual meetings, roundtables, site visits, site exchanges, and other meetings. Virtual assistance may include phone calls, webinars and videoconferences. If needed, grantees should have included the purchase of supplies that will enable them to participate in videoconferencing as part of its budget. Supplies may include items like webcams, cords, computer equipment, monitors, tripods, and other items considered necessary.

One of the topics that will be addressed by technical assistance is sustainability. HPOG programs will be encouraged to think about sustainability of programming beginning in the first year. They will be encouraged to consider how existing programs such as TANF or WIOA funded programs can be leveraged to sustain practices found to be effective. They will also be encouraged to use business planning tools and engage with employers to explore innovative approaches to sustaining practices that meet the needs of industry.

Another one of the topics that will be addressed by technical assistance is design-thinking. HPOG programs will be encouraged to utilize a human-centered approach to problem solving known as human-centered design or design thinking. This approach is characterized by: empathy to understand the context and environment in which people live; defining the problem in a way that accounts for new understanding gained through empathy; ideation to imagine new possibilities and solutions without constraints; and prototyping and testing so that small investments can be tested before expensive solutions are taken to scale.

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$58,000,000
Expected Number of Awards:	35
Award Ceiling:	\$3,000,000 Per Budget Period
Award Floor:	\$600,000 Per Budget Period
Average Projected Award Amount:	\$1,800,000 Per Budget Period
Anticipated Project Start Date:	09/30/2015

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

If funding is made available for years 2-5, the non-competitive continuation awards will be based upon the satisfactory progress of the grantee and/or a determination that continued funding is in the best interest of the government.

When preparing budget information for the SF-424A, applicants should plan to apply for level funding for 5 years. For example, if \$1,000,000 is requested for the first year of the grant, the SF-424A should show \$1,000,000 for years 2-5 of the grant.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

In order to ensure that ACF meets its compliance and technical assistance responsibilities, grants awarded under this FOA will be funded in the form of Cooperative Agreements.

The Federal Grant and Cooperative Agreement Act of 1977 (31 U.S.C. § 6301-08) defines the cooperative agreement as an alternative assistance instrument to be used in lieu of a grant whenever substantial federal involvement with the recipient during performance is anticipated. The difference between grants and cooperative agreements is the degree of federal programmatic involvement rather than the type of administrative requirements imposed. Therefore, all statutes, regulations, policies, and the information that are applicable to grants also apply to cooperative agreements, unless the terms of the award itself provide specifically otherwise.

The grantee will provide direct training and/or education, and related activities that prepare individuals for employment in the healthcare field. OFA will be substantially involved in all aspects of the project, including strengthening organizational capacity, developing required and strategic partnerships, identifying and implementing evidence-based or promising practices, monitoring performance, and conducting a thorough evaluation.

All HPOG program grantees will document activities, outputs and outcomes based on uniform data collection guidelines for monitoring program performance determined by ACF and the federal evaluation team. Further, all grantees will participate in a federally-sponsored implementation and impact evaluation. Grantees will be expected to facilitate random assignment of eligible individuals to new demonstration services or existing services. Grantees may also be expected to participate in the implementation and experimental test of randomly assigned enhanced program components.

All data collection protocols will be reviewed by OMB and the federal evaluation team's IRB for approval. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Responsibilities of Grantee

1. Grantee will comply with all program requirements given in this FOA, the Financial Assistance Award, HHS Standard Terms and Conditions, the HHS Grants Policy Statement, and the Cooperative Agreement. Further, grantee will comply with all relevant federal policy, such as the authorizing legislation, Code of Federal Regulations, OMB Circulars, and the applicable funding restrictions given in section 2005(a) of the Social Security Act (42 U.S.C. § 1397d(a)).
2. Grantee will complete all activities and tasks in accordance with the finalized workplan, unless otherwise directed by the OFA or the ACF Office of Grants Management.
3. Any subsequent revisions to the workplan, if necessary, will be submitted to OFA for review and approval.
4. Grantee will collaborate with OFA by participating, at least quarterly, in consultations, meetings, briefings, teleconferences, site visits, online social media sites and other forums to review current and planned activities, to share information, and to promote national coordination. When mainstream social media is used (e.g., Facebook or Twitter), the grantee will link to the federal program account. The issues to be addressed may include program implementation, financial management, and program evaluation. OFA may designate other organizations, such as the federal evaluation partners

or technical assistance providers, to host or participate in those communications.

5. Grantee will submit all resumes for key positions on the project to OFA, allowing sufficient time for review and approval prior to hiring.
6. Grantee must submit all draft Request for Proposals (RFPs) or contracts related to this project to OFA, allowing sufficient time for review and approval prior to issuance.
7. Insofar as possible, grantee will keep OFA informed of activities in which grantee may be involved outside of this cooperative agreement which have a bearing on this project. (Judgment may be exercised in protecting proprietary interests or pending proposals).
8. Grantee and its contractors must transfer ownership of any curriculum, software, data, program information, or other intellectual property created as a part of this project to OFA or to an organization designated by OFA.
9. Grantee will provide to OFA for review and approval drafts of updated or new materials that are developed or printed with resources made available under this cooperative agreement. All published materials (including electronic information made public) must be consistent with the purposes of this program, reference ACF and use logos appropriately, and include disclaimers as necessary. Grantee will use the HPOG logo and link to the federal program's website on all grantee websites and electronic media. Grantee will finalize, print, and disseminate these materials following review and approval by OFA.
10. Grantee will ensure that data systems, resources, facilities or equipment necessary to provide information required for program monitoring and for the evaluation are available in a timely manner. Data will be provided timely and in the format and schedule agreed upon by OFA, other federal evaluation partners, and the demonstration program administrators to meet the time schedules in the evaluation plan.
11. Grantee will cooperate with OFA and other federal evaluation partners as necessary to establish procedures to ensure the integrity of the research design and quality of its products.
12. Grantee will cooperate with OFA and other federal evaluation partners as necessary to specify certain aspects of the project or evaluation design in more detail than is found in the grant recipient's proposal.
13. Grantee will abide by all required evaluation protocols, as described in the FOA, and as established by ACF or its designated contractors. These protocols include but are not limited to:
 - Collection of uniform data elements and timely entry into data information system;
 - Participation in quality control activities to improve data quality, as needed;
 - Adherence to data security and privacy procedures;
 - Facilitation of random assignment of eligible individuals;
 - Adherence to the results of the random assignment of eligible individuals and program components;
 - Implementation of program component(s) randomly assigned at the grantee or program level for evaluation if selected and not offering those services if not selected;
 - Facilitation of informed consent procedures; and
 - Compliance with other evaluation-related requirements.
14. Grantee will attend an annual grantee meeting in Washington, DC. The project director and others as specified by OFA must attend all scheduled sessions.
15. Grantee will attend annual roundtable meetings as needed. The project director and others as specified by OFA must attend all scheduled sessions.
16. Grantee will submit progress reports and financial status reports to the Office of Grants Management, with a copy to OFA or to an organization designated by OFA within defined time frames. (See *Section VI.3. Reporting*).

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants under this funding opportunity announcement are limited to the following:

- States, including each of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, and American Samoa.
- Local Workforce Investment Boards, established under section 117 of the Workforce Investment Act of 1998 (Pub. L. No. 105-220).
- Institutions of higher education as defined by section 101 of the Higher Education Act of 1965 (20 U.S.C. § 1001).
- Indian tribes and tribal organizations as defined by section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450b).
- Tribal colleges and universities as defined by section 316(b) of the Higher Education Act of 1965 (20 U.S.C. § 1059c(b)).
- A sponsor of an apprenticeship program registered under the National Apprenticeship Act. (29 U.S.C. § 50 *et seq.*).
- Community-based organizations.

For the purposes of this announcement, ACF defines "community-based organizations" as private, non-profit organizations that are representative of the communities, or significant segments of the communities, in which the proposed health professions education and training project is located.

Non-profit organizations applying for funding under this funding opportunity announcement are required to submit proof of their non-profit status as described in *Section IV.2, The Project Description, Legal Status of Applicant Entity*.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

Refer to *Section IV.2* for information on pre-application submissions.

III.3. Other

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov, www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM.gov must be active throughout the life of the award.

Plan ahead. Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Application Deadlines

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email

from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Grants Operations Center
Health Profession Opportunity Grants
HHS-2015-ACF-OFA-FX-0951
1401 Merchantile Lane, Suite 401
Largo, MD 20774
Phone: (888) 242-0684
Email: OFATech@reviewops.org

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at [http:// www.grants.gov/web/ grants/forms/sf-424-family.html](http://www.grants.gov/web/grants/forms/sf-424-family.html). See *Section IV.2.Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at [http:// www.grants.gov/web/grants/forms/sf-424- family.html](http://www.grants.gov/web/grants/forms/sf-424-family.html).

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for

double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 1/2" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large

enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The two files applicants must submit are the Project Description file and the Appendices file.

The Project Description file must include these items in this order: Table of Contents, Approach (Target Population, Employer Demand, Education and Training Activities, Supportive Services, Employer Engagement, Management Plan, Regional Partnerships, Evaluation, Quantifiable Projections), Project Budget and Budget Justification.

The Appendices file must include these items in this order: Certifications and Assurances (if applicable), Proof of Legal Status (if applicable), Indirect Cost Rate Letter (if applicable).

All pages in the application across both files must be numbered sequentially, beginning with the table of contents as page number 1. The application submission is limited to 50 pages in its entirety across both files, with the exception of Standard Forms and OMB-approved forms.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files. **Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.**

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed later in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Support" at the top menu bar and selecting "Technical Support". Under the "Technical Support" section select "Recommended Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at <https://www.acf.hhs.gov/grants/howto#chapter-7> under "How to Apply for a Grant/Submit an Application." [ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.]

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/restricting-special-characters.html>

Use only file formats supported by ACF It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must

receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.

SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Certification of Filing and Payment of Federal Taxes	Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in federal funding for a multi-year project to be fully funded.	<p>Applicants are advised of the following requirement contained in Section 518 of the “Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act, 2014,” (Pub.L. 113-76, Division H).</p> <p>This requirement remains in effect: Sec. 518.</p> <p>None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the 3 years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multi-year project to be funded in FY 2015, or as a multi-year project to be fully funded in FY 2015, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>

<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining DUNS number at http://fedgov.dnb.com/webform and registration at SAM.gov at http://www.sam.gov.</p>
<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.</p>	<p>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.</p>

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

Part I: The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3. Submission Dates and Times*.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

Please submit your letter of intent via email to OFATech@reviewops.org

Please place "HPOG Letter of Intent" within the subject line of your email, so that your letter of intent is routed correctly.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Target Population

Provide a brief summary of the program's goals and all of the program's proposed activities, including a brief description of education and training activities, supportive services, and the specific counties or municipalities the program intends to serve.

Identify and describe the target population within the proposed service area, including a clear definition of "low-income individuals" who will be eligible for this program, specific income thresholds that will be used to determine eligibility, and provide a justification for the program's definition and thresholds. HPOG programs only need to assess income at the time of entry into the program, and do not need to reassess income for the purpose of determining eligibility when individuals transition into employment and continue their education and training in a career pathway.

Describe the recruitment, referral, and eligibility determination procedures that the program will use.

Describe how those procedures can reasonably ensure that the program will recruit the number of individuals projected for enrollment, accounting for those that may be assigned to a control group. The control group size for the study will have a 1:1 ratio for random assignment. Therefore, a program that enrolls 500 individuals over the course of the 5-year project plan would need to recruit and assess 500 additional individuals that meet all of the enrollment criteria for the HPOG program. Describe how those procedures can reasonably ensure that individuals meet citizenship requirements, are TANF recipients or other low-income individuals, and would not otherwise have access to the education and training activities proposed. For example, the HPOG program should not recruit from the currently enrolled student body within the applicant's organization or participants that are currently enrolled in other similar education or training programs, as those individuals have already demonstrated that they have access to education and training.

Employer Demand

Describe the availability and relevance of recent labor market information and other pertinent evidence, and provide an analysis that shows the unmet need within the proposed service area for the education and training activities proposed. For each proposed healthcare occupation, the analysis should consider:

- Labor market information, including employment rates, projected employment rates, and number of job openings.
- Real-time labor market trends, including job posting volume, and educational or experience requirements.
- Occupational wage data, including the median wage and wage ranges.
- Local training capacity.
- Verification from local employers regarding their needs and expectations.

Having strong relationships with local employers, Workforce Investment Boards, and educational institutions can be key to obtaining and understanding relevant recent evidence. Applicants who need assistance in finding or understanding employer demand are also encouraged to review the [document](#), "Using Labor Market Information to Design Job-Driven Training Programs." The availability of high

quality data varies. Where data is lacking or conflicting, applicants should provide an explanation of the pertinent evidence that does exist, and provide a compelling rationale for how all of the program's proposed training activities meet employer demand within the proposed service area.

The analysis should demonstrate that all of the proposed healthcare occupations are expected to experience labor shortages or be in high demand within their proposed service area, and demonstrate that the demand for educating and training a sufficient number of workers for those positions is not projected to be met by the current local workforce or existing educational institutions and training programs. Applicants should not propose to provide education and training for any occupation that does not clearly meet this requirement.

Education and Training Activities

Describe your program's strategy for providing education and training activities that are clearly aligned with employer demand. Describe how the program will provide or coordinate with other programs to provide critical educational components for participant success, including (but not limited to) basic skills education, work readiness, and the articulation of training (as defined in *Section I. Program Description*). Applicants may include additional educational components and the rationale for how they will improve participant success.

Describe your strategy for providing basic skills education to TANF recipients and other low-income individuals so that they are able to begin and succeed in postsecondary education. For the purposes of this FOA, basic skills education is defined as an education or training program which provides an individual with the basic literacy, mathematics, English language, science, and/or social studies required for them to achieve a high school equivalency diploma. This can include the General Equivalency Degree (GED), High School Equivalency Test (HiSET), Test Accessing Secondary Completion (TASC), a high school diploma, or other process needed to meet the minimum academic requirements to begin or advance in postsecondary education. It includes stand-alone classes prior to or concurrent with occupational training or required academic courses and basic skills education integrated with occupational training or required academic courses. Adult basic and secondary education, English language acquisition, and college developmental education are all examples of basic skills education as defined for this announcement.

Provide a narrative description or diagram that demonstrates how all of the proposed healthcare occupational trainings and basic skills training are linked together in one or more career ladders and/or lattices, with priority given to occupations that are expected to be full time, have regular hours, offer benefits, and/or have strong potential for advancement. By themselves, many entry-level healthcare occupations do not have these characteristics, which is one of the reasons why a career ladder and/or lattice can be so critical to a participant's success. The description should include:

- The most pertinent Standard Occupational Classification (SOC) code for each proposed healthcare occupational training. Applicants should use the [O*NET website](#) to identify the most relevant SOC codes. It is important to note that these codes are developed to address occupations, and not education and training programs. Where ambiguities exist or a specific training offered is more detailed than any SOC, applicants should pick the closest SOC code and describe the specifics of their education and training program.
- Estimate the number of participants that will begin each occupational training in the first year of your program. The estimates may count a specific individual multiple times if they are projected to begin multiple trainings as they progress through a career ladder and/or lattice. This estimate should demonstrate your expectation of the relative enrollment across different trainings as well as expectations for students starting at different points in the described career ladders and/or lattices.
- Estimated average starting wages within the proposed service area for each healthcare occupation included in the career ladder/lattice.
- How each of the proposed healthcare occupation trainings is preparing students for one or more

specific employer or industry recognized credential or degree (which can include a license, third-party certification, postsecondary educational certificate or degree, or a Registered Apprenticeship certificate, as defined in *Section I. Program Description*).

Describe how your program addresses the articulation of training so that non-credit trainings (if any) can progress to higher level for credit trainings, how all participants that successfully complete an entry-level health care occupational education or training program that want to pursue further education will be given the opportunity to progress to higher levels identified in the career ladder/lattice, how participants will be able to achieve self-sufficiency by obtaining higher wage occupations, and how participants would be able to pursue higher levels of education not offered by the HPOG program (such as a bachelor's degrees).

Describe your strategy for providing work readiness activities, so that program participants are prepared to transition into employment. This may include (but are not limited to) activities encouraging interpersonal skills (e.g., clear communication, ability to work in a team), intrapersonal skills (e.g., self-discipline, good work ethic), workplace navigation skills (e.g., punctuality, organizational skills), and soft skills (such as a positive attitude and the desire to work hard).

Supportive Services

Describe the assessment procedures that the program will use to identify participants' strengths and barriers in relation to beginning training, completing training, obtaining employment, and progressing to higher levels within the identified career ladder (e.g., literacy, geographic, socio-economic, linguistic, cultural, ethnic, learning, or others).

Identify the supportive services that are currently being offered by other programs (such as TANF) within the proposed service area, and how they will be leveraged to support HPOG participants. Describe the supportive services the HPOG program will provide to students who are assessed as needing them. Supportive services funded by HPOG should not be offered by existing programs within the proposed service area. Rather, they should be unique, build on existing services, or reflect an intervention of higher intensity, such that there will be a clear and measurable difference in the expected outcomes between HPOG program participants and the general population.

The supportive services provided by the HPOG and partner programs should include (but are not limited to) academic supports, case management, child care, transportation, tuition assistance and other financial support related to training (as defined in *Section I. Program Description*). Applicants may propose to provide additional supportive services and the rationale for how they are expected to improve participant success. The proposed supportive services should be aligned with and should reasonably be expected to assist participants in overcoming the barriers identified and achieving successful outcomes.

All services provided by the program must comply with the restrictions detailed in *Section IV.5 Funding Restrictions* of this FOA. As stated in that section, since grant funds may not be used for the provision of cash payments, OFA will be determining whether a grantee's use of funds for "incentives" and "gift cards" is allowable or not on a case-by-case basis. Organizations wishing to provide incentives as part of its program should include an incentive policy in their application. If incentive plans are implemented, they should closely connect incentive attainment to meeting program milestones, such as completing training, obtaining employment, and retaining employment.

Employer Engagement

Describe the successful partnerships and/or collaborations the organization has had with employers that have led to employment for students or participants that the organization has previously served.

Describe how employers have provided input into the HPOG program design.

Describe the opportunities for work-based learning that employers will provide. Work-based learning may include (but is not limited to) cooperative education, externships, internships, job shadowing, on-the-job training (OJT), work-study, pre-apprenticeships, and/or Registered Apprenticeships.

Provide convincing evidence of the employers' commitment to continue to partner with the program, which may include (but is not limited to) reviewing and approving curricula, participating on an employer advisory board, developing industry-recognized credentials for targeted jobs, providing leveraged resources to support education (such as equipment, facilities, and instructors), using the community college or trade school as a recruitment source, committing to hire HPOG participants, and/or retaining qualified HPOG participants.

Describe the strategy that will be implemented to place students in the healthcare occupations for which they were trained.

Management Plan

Provide a brief description of the applicant's organization. Describe your organization's relevant experience on other similar efforts of comparable size, scope, and complexity, demonstrating the organization's capacity to effectively administer federal grant funds and manage all aspects of the proposed project throughout the proposed service area, and to begin providing the full range of their proposed activities within 120 days of the prospective grant award (by January 31, 2016).

Provide an organizational chart for all proposed staff and contractor staff (if any).

Describe the roles and responsibilities of each proposed job position, including staff that will be responsible for:

- Building and maintaining employer partnerships and assisting participants with job placement;
- Engaging regional partners and relevant stakeholders, including instructors and other academic staff;
- Coordinating project data, and supporting data collection, entry, and use of data to inform program management and operations.

Detail all proposed contracting activities (if any), describing how the program will oversee the contractor, and ensure the quality, timeliness, and responsiveness of their work. Contracts, MOU, and other similar agreements do not need to be included within the application, but grantees will be expected to submit them to OFA for review and approval within 120 days of the prospective grant award (by January 31, 2016). Please note that ACF encourages maximum competition for the awarding of funds. If contractors are not specified in the application materials, the grantee must compete sub-contracts or enter into contracts in a manner that is consistent with the grantee's procurement policy.

The management plan proposed should reasonably be able to carry out all of the program activities proposed. For example, employment staff should be sufficient given the number of projected employment outcomes, and data coordinator staff should be sufficient given the rigorous evaluation requirements, data entry requirements for individuals in both the control group and program participants, and the use of data for project management purposes.

Regional Partnerships

Describe your organization's past successful coordination with the relevant TANF agencies, Workforce Investment Boards (WIBs), community colleges, and any other strategic partners.

Describe how representatives of partner organizations and any other key stakeholders, including instructors, TANF recipients, and other low-income individuals were engaged in the process of the HPOG program design.

Describe how partner organizations will be meaningfully involved in the HPOG program, such as:

- Respective roles in program implementation;
- How the goals of the HPOG program will align with the goals of the partner agency;
- Specific commitments (whether in-kind or financial);
- Mechanisms for maintaining partnerships over time (including frequency of contact);
- Strategies that will be used to ensure that all levels of staff are well informed.

For example, applicants should show evidence that the local TANF agency is well-informed about the goals of HPOG, is supportive of those goals, has been involved in program design, is prepared to both make referrals and to allow participants to count HPOG activities toward meeting TANF work participation requirements, has plans for maintaining the partnership with the local TANF agency, and has plans for keeping all levels of staff informed at both the TANF agency and within their own organization.

Evaluation

Describe a systematic and rigorous approach for adhering to the ACF designated requirements that the program will use for collecting and submitting full and accurate data into the data information system (as described in *Section VI. 3 Reporting*) in a timely fashion and monitoring entered data for completeness and accuracy.

Describe a systematic and rigorous approach for how the program will meet all of the requirements of the federal evaluation (as described in *Section I: Program Description*), describe the services available to the general public that will be available to the control group (which cannot receive HPOG funded services), and demonstrate that the control group experience stands in meaningful contrast to the HPOG programmatic experience. Describe why it should be reasonable to expect that there will be clear and measurable differences in the outcomes between HPOG program participants and those assigned to the control group.

Quantifiable Projections

Provide clear quantifiable projections for the program's activities listed below:

- *The number of individuals that will be enrolled in the overall HPOG program.* For the purposes of this FOA, enrollment is defined as individuals who meet the HPOG program eligibility criteria and engage in at least one substantive activity, such as basic skills education or beginning any healthcare occupational training, or receive at least one supportive service, such as case management, academic support, tutoring, tuition assistance or other financial support directly related to training, transportation assistance, or child care. This does not include assessments, counseling, or other activities that take place to determine individuals' eligibility for the program. For this projection, each individual should only be counted once, even if the individual is engaged in multiple activities and/or receives multiple supportive services.
- *The number of TANF recipients (as defined in Section I. Program Description) that will be enrolled (as defined above) by the program each year that is reasonable given the total number of TANF recipients within the proposed service area.* For this projection, each TANF recipient should only be counted once, even if they receive multiple HPOG services. It is important to provide the number of TANF recipients within the proposed service area and describe any other relevant factors, in order to demonstrate the context for the number of TANF recipients the program will serve. Where high quality TANF caseload data is missing or incomplete, use the best and most recent data available for your service area or an estimate based on the number of TANF recipients within your state, and provide a compelling rationale in the application for why your application presents the best evidence available. Coordinate with your state and local TANF agencies in order

to obtain and understand these data.

- *The number of individual participants that will begin basic skills education.* As noted above, for the purposes of this FOA basic skills education is defined as an education or training program which provides an individual with the basic literacy, mathematics, English language, science, and/or social studies required for them to achieve a high school equivalency diploma (such as through the GED, HiSET, or TASC tests, or other process), a high school diploma, or meet the minimum academic requirements to begin or advance in postsecondary education. It includes stand-alone classes prior to or concurrent with occupational training or required academic courses and basic skills education integrated with occupational training or required academic courses. Adult basic and secondary education, English language acquisition, and college developmental education are all examples of basic skills education as defined for this FOA. For this projection, each individual participant should only be counted once, even if they begin multiple types of basic skills education.
- *The number of individual participants that will complete basic skills education, achieving a high school equivalency diploma (such as through the GED, HiSET, or TASC tests, or other process), a high school diploma, or meet the minimum academic requirements to begin or advance in postsecondary education.* For this projection, each individual participant should only be counted once, even if they complete multiple types of basic skills education.
- *The number of participants that will begin any healthcare occupational training.* This projection may count a specific individual multiple times if they are projected to begin multiple healthcare occupational trainings as they progress through a career ladder and/or lattice. For the purposes of this FOA, a healthcare occupational training includes the entire set of coursework that prepares an individual for a given occupation. For example, all the classes necessary to become a certified nursing assistant are considered one healthcare occupational training, all of the classes together necessary to become a licensed practical nurse are considered one healthcare occupational training, and all of the classes together to become a registered nurse are considered one healthcare occupational training. An individual participant that progressed through all three occupational trainings would be counted a total of three times over the course of all 5 years of the project.
- *The number of participants that will complete any healthcare occupational training.* This projection may count a specific individual multiple times if they are projected to complete multiple trainings as they progress through a career ladder and/or lattice. For the purposes of this FOA, completion means the individual has successfully met the requirements for the entire set of coursework set out for that healthcare occupational training, as noted above.
- *The number of individual participants that will obtain employment in a healthcare occupation.* For the purpose of this FOA, employment in a healthcare occupation is defined as beginning or advancing to a new position after enrolling in the HPOG program in a paid job in a healthcare occupation for which they were trained. Employment projections can include work begun any time after enrollment. It can also include promotions to a new position at the same employer for those who were working prior to enrolling in HPOG. For this projection, each individual participant should only be counted once, even if a specific individual advances to multiple new positions while enrolled in the HPOG program.

All of these projections should be provided for both the first program year of the project (September 30, 2015 – September 29, 2016) and the cumulative totals over all five years of the project (September 30, 2015 – September 29, 2020). When applicable, projections for the first year of the program for should be aligned with the application's budget. The projections and budget formulation should also take into account the fact that some training programs, particularly with career laddering participants, extend over more than one budget period. For example, a participant that begins a healthcare occupational training in the first year of the program may not complete it or begin the next healthcare occupational training until year 2 of the program depending on when they begin training and how long it takes to complete.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated and Further Continuing Appropriations Act, 2015 (Pub.L. 113-235), enacted December 16, 2014, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$183,300. Please see <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/executive-senior-level>. This amount reflects an individual's base salary **exclusive** of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

In preparing the budget, describe the fiscal controls that will ensure the prudent use, proper disbursement, and accurate accounting of funds.

Include expenses for technical assistance activities, including: travel and accommodation costs for three staff members to attend the HPOG annual meeting in the Washington, DC, area for two full days (plus any travel days required); travel and accommodation costs for two staff members to attend a roundtable meeting in a location to be determined (for the purpose of estimating travel expenses, the program can use the Washington, DC, area as the location for the roundtable meeting) for two full days (plus any travel days required); and if necessary for your organization, supplies for video conferencing, such as webcams, cords, computer equipment, monitors, and tripods.

When preparing budget information for the SF-424A, applicants should plan to apply for level funding for 5 years. For example, if \$1,000,000 is requested for the first year of the grant, the SF-424A should show \$1,000,000 for years 2-5 of the grant.

When preparing your budget, please refer to *Section IV. 5 Funding Restrictions*.

General

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is

still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Systems Issues

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See the preceding section on "Request an Exemption from Required Electronic Application Submission."

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent

Due Date for Letter of Intent: **04/29/2015**

Due Date for Applications: **05/29/2015**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: http://www.grants.gov/applicants/apply_for_grants.jsp.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Note: Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Section 2005(a) (other than paragraph (6)) of the Social Security Act (42 U.S.C. § 1397d(a)) applies to grants awarded under this funding opportunity announcement to the same extent and in the same manner as such section applies to payments to states under Title XX of the Social Security Act (the Social Services Block Grant). Section 2005(a) provides that grants may not be used by the state, or by any other person with which the state makes arrangements to carry out the purposes of Title XX, for the following purposes:

- (1) For the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than minor remodeling) of any building or other facility;
- (2) For the provision of cash payments for costs of subsistence or for the provision of room and board (other than costs of subsistence during rehabilitation, room and board provided for a short term as an integral but subordinate part of a social service, or temporary emergency shelter provided as a protective service);
- (3) For payment of the wages of any individual as a social service (other than payment of the wages of welfare recipients employed in the provision of child day care services);
- (4) For the provision of medical care (other than family planning services, rehabilitation services, or initial detoxification of an alcoholic or drug dependent individual) unless it is an integral but subordinate part of a social service for which grants may be used under this title;
- (5) For social services (except services to an alcoholic or drug dependent individual or rehabilitation services) provided in and by employees of any hospital, skilled nursing facility, intermediate care facility, or prison, to any individual living in such institution;

[Limitation number (6) is intentionally left blank. Grantees are exempt from this provision.]

- (7) For any child day care services unless such services meet applicable standards of State and local law;
- (8) For the provision of cash payments as a service (except as otherwise provided in this section);
- (9) For payment for any item or service (other than an emergency item or service) furnished-
 - (A) by an individual or entity during the period when such individual or entity is excluded under this title or title V, XVIII, or XIX pursuant to section 1128, 1128A, 1156, or 1842(j)(2); or
 - (B) at the medical direction or on the prescription of a physician during the period when the physician is excluded under this title or title V, XVIII, or XIX pursuant to Section 1128, 1128A, 1156, or 1842(j)(2) and when the person furnishing such item or service knew or had reason to know of the exclusion (after a reasonable time period after reasonable notice has been furnished to the person); or
- (10) In a manner inconsistent with the Assisted Suicide Funding Restriction Act of 1997.

Several of these funding restrictions place specific requirements on the provision of certain supportive services that may be offered by HPOG programs:

- As noted above in section 2005(a)(3), grant funds may not be used to provide wages to participants. However, grant funds can be utilized to pay employer partners for training services provided by the employer at their sites for program participants, also known as on-the-job training (OJT). Contracts with employer partners must be reviewed by OFA, and must identify the title of the occupation, skills and competencies to be learned, how training will be provided, reimbursement rate, the length of training, and anticipated start date.
- As noted above in section 2005(a)(4), in proposing supportive services related to the provision of medical care, or for room and board, applicants must show how it is an integral but subordinate part of the HPOG-funded program. These will be reviewed and approved by the OFA on a case by case

basis after award. Please note that a grant award does not equal approval of support services related to medical care or room and board that are included in an organization's application. OFA will provide approvals for these directly with organizations after award notification.

- As noted above in section 2005(a)(8), grant funds may not be used for the provision of cash payments. Since grant funds may not be used for the provision of cash payments, OFA will be determining whether a grantee's use of funds for "incentives" and "gift cards" is allowable or not on a case by case basis. Organizations wishing to provide incentives as part of its program should plan to include an incentive policy in their application, as noted in *Section IV.2 Project Description, Supportive Services*. These policies should clearly describe how obtaining an incentive is closely related to meeting a program milestone (such as completing training and/or obtaining employment) and how it meets with all of the funding restrictions outlined in this section of the FOA. Gift cards may be used for the purpose of providing incentives and/or supportive services (such as gas cards limited to the purchase of gasoline as a transportation supportive service). Gift cards must be restricted from being used for alcohol, firearms, tobacco, or entertainment. Please note that a grant award does not equal approval of an incentive policy submitted or use of gift cards as part of an organization's application. OFA will provide approvals for these directly with organizations after award notification.
- Also related to section 2005(a)(8), since grant funds may not be used for the provision of cash payments, payments for supportive services should be made directly to the service providers, and not to participants. For example, if a participant needs help with paying a utility bill, the program should pay the utility company directly, as opposed to reimbursing a participant.

Program Planning and Administration

Applicants who are current recipients of federal, state, or local financial assistance must ensure that any award of federal funds under this funding opportunity announcement will not supplant other federal, state, or local funds that otherwise have been made available. Additionally, applicants may not submit application plans to augment their current federally funded programs, nor may funds be used to continue or extend existing grants. For example, the applicant may not simply modify the budget, or propose to increase the number of participants of a currently funded program, and use a previously submitted application to respond to this funding opportunity announcement. Applicants must demonstrate the extent to which their proposals meet the unique goals and objectives of the current funding opportunity announcement.

When providing supportive services, HPOG programs may only use funds to provide services to individuals who are participating in activities provided through the grant, who are unable to obtain such services through other programs, and when such services are necessary to enable individuals to assist participants in overcoming specifically identified barriers and improve program outcomes.

Programs should not provide funding for both tuition and staff costs for instructors if paying tuition would normally allow an individual to obtain the education/training. Programs should not pay twice for providing the same education/training service, or provide funding for HPOG participants to obtain a service at a cost that is greater than the amount charged to the general public for the same service. For example, if the HPOG program provides tuition for an individual to attend a community college, and paying tuition to the community college would normally allow an individual to enroll in health care education courses, the program should not also pay for the instructors for those health care education courses. If your budget does include both tuition and staff costs for instructors, clearly describe in your budget justification which health care occupations each is for, so that it is clear that they do not overlap in any way.

Programs should plan to spend all of their budgeted grant funds for approved program purposes during the federal fiscal year in which they are awarded, even though the federal fiscal year does not necessarily align with the academic year. Requests to carry over unspent funds will only be considered in limited

circumstances in order to accomplish specific previously approved but unmet objectives, and the approval or denial of such requests are at the discretion of ACF.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

Grants Operations Center
Health Profession Opportunity Grants
HHS-2015-ACF-OFA-FX-0951
1401 Merchantile Lane
Suite 401
Largo, MD 20774

Hand Delivery

Grants Operations Center
Health Profession Opportunity Grants
HHS-2015-ACF-OFA-FX-0951
1401 Merchantile Lane
Suite 401
Largo, MD 20774

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. **Points will be allocated based on the extent to which the application proposal reasonably addresses each of the criteria listed and provides a convincing rationale and compelling supporting evidence to support its statements. Simply reiterating and agreeing to implement the program requirements is not sufficient.** The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Target Population**Maximum Points: 5**

The application provides a brief summary of the program's goals and all of the program's proposed activities, including a brief description of education and training activities, supportive services, and the specific counties or municipalities the program intends to serve.

The application identifies and clearly describes the target population within the proposed service area, including a clear definition of "low-income individuals" who will be eligible for this program, specific income thresholds that will be used to determine eligibility, and provides a reasonable justification for the program's definition and thresholds.

The application clearly describes the recruitment, referral, and eligibility determination procedures that the program will use. The application convincingly describes how those procedures can reasonably ensure that the program will recruit the number of individuals projected for enrollment, accounting for those that may be assigned to a control group. The application convincingly describes how those procedures can reasonably ensure that individuals meet citizenship requirements, are TANF recipients or other low-income individuals, and would not otherwise have access to the education and training activities proposed.

Employer Demand**Maximum Points: 20**

The application clearly describes the availability and relevance of recent labor market information and other pertinent evidence, and provides an analysis that convincingly shows an unmet need within the proposed service area for the education and training activities proposed. For each proposed healthcare occupation the analysis considers:

- Labor market information, including employment rates, projected employment rates, and number of job openings;
- Real-time labor market trends, including job posting volume, and educational or experience requirements;
- Occupational wage data, including the median wage and wage ranges;
- Local training capacity; and
- Verification from local employers regarding their needs and expectations.

Given the available pertinent evidence, the analysis convincingly demonstrates that all of the proposed healthcare occupations are expected to experience labor shortages or be in high demand within their proposed service area, and convincingly demonstrates that the demand for educating and training a sufficient number of workers for those positions is not projected to be met by the current local workforce or existing educational institutions and training programs.

Education and Training Activities**Maximum Points: 20**

The application convincingly describes a reasonable strategy for providing education and training activities that are clearly aligned with employer demand. The application convincingly describes how the program will provide or coordinate with other programs to provide critical educational components for participant success, including (but not limited to) basic skills education, work readiness, and the articulation of training (as defined in *Section I. Program Description*).

The application clearly describes a reasonable strategy for providing basic skills education to TANF recipients and other low-income individuals so that they are able to begin and succeed in postsecondary education.

The application provides a narrative description or diagram that clearly demonstrates how all of the proposed healthcare occupational trainings and basic skills training are linked together in one or more

career ladders and/or lattices, with priority given to occupations that are expected to be full time, have regular hours, offer benefits, and/or have strong potential for advancement. The description includes:

- The most pertinent Standard Occupational Classification (SOC) code for each proposed healthcare occupational training.
- Estimated number of participants that will to begin each occupational training in the first year of your program.
- Estimated average starting wages within the proposed service area for each healthcare occupation included in the career ladder/lattice.
- How each of the proposed healthcare occupation trainings is preparing students for one or more specific employer or industry recognized credential or degree (which can include a license, third-party certification, postsecondary educational certificate or degree, or a Registered Apprenticeship certificate, as defined in *Section I. Program Description*).

The application convincingly describes how the program addresses the articulation of training so that non-credit trainings (if any) can progress to higher level for credit trainings, how all participants that successfully complete an entry-level health care occupational education or training program that want to pursue further education will be given the opportunity to progress to higher levels identified in the career ladder/lattice, how participants will be able to achieve self-sufficiency by obtaining higher wage occupations, and how participants would be able to pursue higher levels of education not offered by the HPOG program (such as a bachelor's degrees).

The application clearly describes a reasonable strategy for providing work readiness activities, so that program participants are prepared to transition into employment.

Supportive Services

Maximum Points: 5

The application clearly describes the assessment procedures that the program will use, that can reasonably identify participants' strengths and barriers in relation to beginning training, completing training, obtaining employment, and progressing to higher levels within the identified career ladder (e.g., literacy, geographic, socio-economic, linguistic, cultural, ethnic, learning, or others).

The application clearly identifies the supportive services that are currently being offered by other programs (such as TANF) within the proposed service area, and convincingly describes how they will be leveraged to support HPOG participants. The application clearly describes the supportive services the HPOG program will provide to students who are assessed as needing them. The supportive services provided by the HPOG and partner programs include (but are not limited to) academic supports, case management, child care, transportation, tuition assistance and other financial support related to training (as defined in *Section I. Program Description*). The proposed supportive services are clearly aligned with and can reasonably be expected to assist program participants in overcoming the barriers identified and improve program outcomes.

Employer Engagement

Maximum Points: 20

The application convincingly describes meaningful successful partnerships and/or collaborations the organization has had with employers that have led to employment for students or participants that the organization has previously served.

The application clearly describes how employers have provided meaningful input into the HPOG program design.

The application clearly describes meaningful opportunities for work-based learning that employers will provide. Work-based learning may include (but is not limited to), cooperative education, externships, internships, job shadowing, OJT, work-study, pre-apprenticeships, and/or Registered Apprenticeships.

The application provides convincing evidence of the employers' commitment to continue to partner with the program, which may include (but is not limited to) reviewing and approving curricula, participating on an employer advisory board, developing industry-recognized credentials for targeted jobs, providing leveraged resources to support education (such as equipment, facilities, and instructors), using the community college or trade school as a recruitment source, committing to hire HPOG participants, and/or retaining qualified HPOG participants.

The application clearly describes a strategy that will be implemented to place students in the health care occupations for which they were trained that will reasonably enable to program to accomplish their employment goals.

Management Plan

Maximum Points: 5

The application describes the applicant's organization. The application clearly describes the organization's relevant experience on other similar efforts of comparable size, scope, and complexity, convincingly demonstrating the organization's capacity to effectively administer federal grant funds and manage all aspects of the proposed project throughout the proposed service area, and to begin providing the full range of their proposed activities within 120 days of the prospective grant award (by January 31, 2016).

The application provides an organizational chart for all proposed staff and contractor staff (if any).

The application clearly describes the roles and responsibilities of each proposed job position, including staff that will be responsible for:

- Building and maintaining employer partnerships and assisting participants with job placement;
- Engaging regional partners and relevant stakeholders, including instructors and other academic staff;
- Coordinating project data, supporting data collection, entry, and use of data to inform program management and operations.

The application clearly details all proposed contracting activities (if any), describing how the program will oversee the contractor, and ensure the quality, timeliness, and responsiveness of their work. Contracts, Memoranda of Understanding (MOU), and other similar agreements do not need to be included within the application.

The overall management and staffing plans provided are sufficient for accomplishing the goals of the program as proposed in the application.

Regional Partnerships

Maximum Points: 10

The application convincingly describes the organization's past successful coordination with the relevant TANF agencies, Workforce Investment Boards (WIBs), community colleges, and any other strategic partners, demonstrating broad stakeholder involvement in the proposed service area.

The application convincingly describes how representatives of partner organizations and any other key stakeholders, including instructors, TANF recipients, and other low-income individuals were engaged in the process of the HPOG program design.

The application convincingly describes how partner organizations will be meaningfully involved in the HPOG program, such as:

- Respective roles in program implementation;
- How the goals of the HPOG program will align with the goals of the partner agency;
- Specific commitments (whether in-kind or financial);
- Mechanisms for maintaining partnerships over time (including frequency of contact);

- Strategies that will be used to ensure that all levels of staff are well-informed.

Evaluation

Maximum Points: 5

The application clearly describes a systematic and rigorous approach for adhering to the ACF designated requirements that the program will use for collecting and submitting full and accurate data into the data information system (as described in *Section VI.3 Reporting*) in a timely fashion and monitoring entered data for completeness and accuracy.

The application clearly describes a systematic and rigorous approach for how the program will meet all of the requirements of the federal evaluation (as described in *Section I: Program Description*), describes the services available to the general public that will be available to the control group (which cannot receive HPOG funded services), and clearly demonstrates that the control group experience stands in meaningful contrast to the HPOG programmatic experience. The application convincingly describes why it should be reasonable to expect that there will be clear and measurable differences in the outcomes between HPOG program participants and those assigned to the control group.

Quantifiable Projections

Maximum Points: 5

The application provides clear quantifiable projections for the program's activities listed below:

- The number of individuals that will be enrolled in the overall HPOG program.
- The number of TANF recipients that will be enrolled.
- The number of individual participants that will begin basic skills education.
- The number of individual participants that will complete basic skills education.
- The number of participants that will begin any healthcare occupational training.
- The number of participants that will complete any healthcare occupational training.
- The number of individual participants that will obtain employment in a healthcare occupation.

All of these projections are provided for both the first program year of the project (September 30, 2015 – September 29, 2016) and the cumulative totals over all 5 years of the project (September 30, 2015 – September 29, 2020). All of the projections provided are logical and feasible given the total number of TANF recipients within the proposed service area, the organization's capacity to provide services, the identified employer demand, reasonable projected success rates at each step of the program, and the program's budget.

Project Budget and Budget Justification

Maximum Points: 5

The application provides a sufficiently detailed line item budget and budget justification that details all of the proposed costs for the project. All proposed program activities, staff, and contracts (if any) are accounted for in the budget, or specified as being provided by program partners.

The costs of the proposed project are reasonable in view of the types and range of activities to be conducted, the number participants to be served, and the expected results and benefits.

The application describes the fiscal controls that will ensure the prudent use, proper disbursement, and accurate accounting of funds.

The budget includes expenses for technical assistance activities, including: travel and accommodation costs for three staff members to attend the HPOG annual meeting in the Washington, DC area for 2 full days (plus any travel days required); travel and accommodation costs for two staff members to attend a roundtable meeting (with travel costs estimated based on Washington, DC as the location) for 2 full

days (plus any travel days required); and if necessary, supplies for video conferencing, such as webcams, cords, computer equipment, monitors, and tripods.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section III.3. Other*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

In order to learn as much as possible from this demonstration project, ACF hopes to fund a diverse set of grantees. ACF may also consider organizational type, project scope, type of community to be served, and type of population to be served when selecting projects to fund. ACF may also consider the past performance of an organization in administering and achieving the goals of previous ACF grants.

Organizations that qualify may apply under both this funding opportunity announcement and HHS-2015-ACF-OFA-FY-0952, the Health Profession Opportunity Grants for Tribes, Tribal Organizations or Tribal College or University. However, an organization may only be funded under one of the two funding opportunity announcements, and not both.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Applications will be reviewed during the Summer 2015. Grant awards will be made no later than September 30, 2015.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at <http://www.gpo.gov>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 CFR § 75.215, Special provisions for awards to commercial organizations as recipients (45 CFR § 75.215(b)_Prohibition against profit.), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based

Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-for-faith-based-and-community-organizations>.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

Debarment and Suspension

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension

system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

Award Term and Condition under Title VI of the Civil Rights Act of 1964

Recipients of federal financial assistance must not discriminate on the basis of race, color, national origin, disability, age, and in some cases sex and religion. The HHS Office for Civil Rights provides guidance to grantees in complying with civil rights laws that prohibit discrimination. www.hhs.gov/ocr/civilrights/understanding/index.html.

HHS provides guidance to recipients of federal financial assistance on meeting the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency. www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html. Recipients must ensure their contractors and sub-recipients also comply with federal civil rights laws.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

Performance Progress Reports (PPR)

Notice of Award (NoA) documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period. Final program performance reports are due 90 days after the close of the project period.

For awards that implement the use of the ACF-OGM-SF-PPR, the form is available under "Reporting, Disclosures, and other Standard Forms" at <https://www.acf.hhs.gov/grants-forms>

Federal Financial Reports (FFR)

ACF grantees are required to use the SF-425 Federal Financial Report (FFR) for expenditure reporting. SF-425 reports will be due as frequently as is required in the terms and conditions of their award using due dates from reports to PMS. The SF-269 is no longer accepted for expenditure reports. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by ACF. As a result, a recipient that receives awards from more than one federal program may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates. **A final cumulative SF-425 is due 90 days after the close of the project period.**

For budget periods ending in the months of:	The FFR (SF425) is due to ACF on:
January 01 - March 31	April 30
April 01 - June 30	July 30
July 01 - September 30	October 30
October 01 - December 31	January 30

The SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, is available at http://www.whitehouse.gov/omb/grants_forms.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Performance Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at [https:// www.acf.hhs.gov/ grants/ discretionary-competitive-grants](https://www.acf.hhs.gov/grants/discretionary-competitive-grants).

Tangible Property Report (SF-428)

All ACF grantees are required to submit the Tangible Personal Property Form (SF-428). The SF-428 is a standard form used to collect information related to tangible personal property: equipment with a unit cost of \$5,000 or more, and residual supplies with an aggregate fair market value exceeding \$5,000. The form consists of the cover sheet and three attachments to be used as required by the terms and conditions of the award: Annual Report; Final Report and a Disposition Request. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information. The form is available at [http:// www.whitehouse.gov/ omb/ grants forms](http://www.whitehouse.gov/omb/grants/forms).

Real Property Status Report (SF-429)

All ACF grantees are required to submit the Real Property Status Report SF-429, if applicable. The SF-429 is a standard report to be used by recipients of federal financial assistance to report real property status or to request agency instructions on real property that is provided as Government Furnished Property (GFP) or acquired (i.e., purchased, constructed, or renovated) in whole or in part under a Notice of Award. This form consists of the cover sheet and three attachments to be used as frequently as required in the terms and conditions of the award: General reporting (SF-429A, Attachment A), Request to Acquire, Improve or Furnish (SF-429B, Attachment B), or Disposition or Encumbrance Request (SF-429C, Attachment C). The forms are available at [http:// www.whitehouse.gov/ omb/ grants forms](http://www.whitehouse.gov/omb/grants/forms).

HPOG programs must prepare and submit reports on the activities and outcomes of their programs following the procedures that will be determined by ACF. Data measures will be determined by ACF and the federal evaluation team. Data will need to be entered into an online performance reporting system by grantee staff.

Use of Data System to Collect Uniform Data Elements:

- The HPOG program will feature a data information system to assist grantees, ACF staff, and designated contractors with program administration, management, monitoring, and evaluation. The data information system will be fully operational and ready for use by the commencement of the grant period.
- All grantees will use the information system to submit full and accurate data collected at the program and participant levels. The data information system will enable grantees to manage program participation and track the progress of program participants. In addition, grantees will use the data collected through the system to generate the required Performance Progress Reports for OFA and federal evaluation activities.
- Grantees will participate in quality control activities and improve data quality as needed. As part of the grant award, the data systems and research contractors will provide training on how to use and input data into the information system.
- All grantees must adhere to data security and privacy procedures as established by ACF and its designated contractors to ensure data protection.
- Note that for each grantee, aggregated data entered into the data system will be viewable by OFA and other grantees, and potentially available to the public. Individual-level data and all individually

identifiable information will be viewable and accessible only to grantee-designated staff from a participant's program and to ACF-designated evaluation contractor staff. Other grantees and OFA will not be able to see individual-level data. All data system users will be required to agree to keep all individual information confidential.

Specific data measures and elements will be determined prior to the start of the grant period by ACF and the federal evaluation team, but are expected to include a number of demographic, income, enrollment, completion, supportive service, employment, wage, and other measures. ACF will also coordinate with the Department of Labor in order to align data collection procedures and data elements with education and training programs funded under the Workforce Innovation and Opportunity Act (WIOA) to the extent that it is reasonable and possible. **All data collection protocols will be reviewed by OMB and the federal evaluation team's IRB. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.**

VII. Agency Contacts

Program Office Contact

David Camporeale
Administration for Children and Families
Office of Family Assistance
Health Profession Opportunity Grants Program
370 L'Enfant Promenade, SW
5th Floor East
Washington, DC 20447
Phone: (202) 401-4857
Fax: (202) 401-4839
Email: david.camporeale@acf.hhs.gov

Office of Grants Management Contact

Tim Chappelle
Administration for Children and Families
Office of Grants Management
370 L'Enfant Promenade, S.W.
6th Floor East
WASHINGTON, DC 20447
Phone: (202) 401-4855
Email: tim.chappelle@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) <http://www.acf.hhs.gov/>.

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov) Forms Repository webpage at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

Code of Federal Regulations (CFR) <http://www.gpo.gov/fdsys/>.

The *Federal Register* <https://www.federalregister.gov/>.

United States Code (U.S.C.) <http://www.gpo.gov/fdsys/>.

ACF Health Profession Opportunity Grants website: <http://www.acf.hhs.gov/programs/ofa/programs/hpog>

Health Profession Opportunity Grants (HPOG) website: <http://www.acf.hhs.gov/programs/ofa/programs/hpog>

Temporary Assistance for Needy Families program: <http://www.acf.hhs.gov/programs/ofa/programs/tanf/about>

Office of Planning, Research, and Evaluation (OPRE) reports on the HPOG program: <http://www.acf.hhs.gov/programs/opre/research/project/evaluation-portfolio-for-the-health-profession-opportunity-grants-hpog>

HPOG Impact Study: <http://www.acf.hhs.gov/programs/opre/research/project/health-profession-opportunity-grants-hpog-impact-studies>

"Ready to Work: Job-Driven Training and American Opportunity" report (Job-Driven Training Report and Checklist): http://www.whitehouse.gov/sites/default/files/skills_report_072014_2.pdf

Workforce Innovation and Opportunity Act (WIOA) program: <http://www.doleta.gov/wioa/>

Text of H.R.803 - Workforce Innovation and Opportunity Act (WIOA) law: <https://www.congress.gov/113/plaws/publ128/PLAW-113publ128.htm>

"What Works in Job Training : A Synthesis of the Evidence" report: <http://www.dol.gov/asp/evaluation/jdt>

[/jdt.pdf](#)

Tools for Building Employer-Educator Partnerships: <http://lincs.ed.gov/employers/>

Joint letter issued by the Departments of Health and Human Services, Labor, and Education, on career pathways: http://cte.ed.gov/docs/RPOS_2012/Joint_Letter_Career_Pathways.pdf

Department of Labor Competency Model Clearinghouse's Career Ladder/Lattice Tool: http://www.careeronestop.org/competencymodel/userguide_cll.aspx

Department of Labor Career Pathways Initiative: <https://learnwork.workforce3one.org/view/2001134052969836533/info>

Department of Education's report, Making Skills Everyone's Business: A Call to Transform Adult Learning in the United States: <http://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/making-skills.pdf>

Registered Apprenticeship program: <http://www.doleta.gov/oa/>

Health Profession Opportunity Grant and TANF Partnerships: Lessons Learned in Engaging TANF Participants: <http://www.acf.hhs.gov/programs/ofa/resource/health-profession-opportunity-grant-and-tanf-partnerships>

Health Profession Opportunity Grants and Registered Apprenticeship: Successes, Challenges, and Opportunities: <http://hpogcommunity.acf.hhs.gov/Documents/HPOG%20Apprenticeship%20Paper%20508%20FINAL.pdf>

Using Labor Market Information to Design Job-Driven Training Programs: <https://www.acf.hhs.gov/programs/ofa/resource/using-labor-marking-information-to>

O*NET website, used to identify Standard Occupational Classification (SOC) codes: <http://www.onetonline.org/>

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>

	<p>These forms are <i>required</i> for applications under this FOA:</p> <ul style="list-style-type: none"> Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	
Certification of Filing and Payment of Federal Taxes	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement.</p> <p>The Certification may be found in the application instructions that are available with the downloaded electronic application package at Grants.gov.</p>	If applicable to the applicant, it must be submitted prior to the award of a grant.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p> <p>Do not attach required application elements or additional pages to the SF-424</p>

	<p>Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>at Questions 14 or 15!</p> <p><i>See Section IV.2. Formatting ACF Applications.</i></p>
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>
Letter of Intent	<p>Referenced in <i>Section IV.2. Project Description.</i></p>	<p>Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.3.</i></p>
The Project Budget and Budget Justification	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section III.3. Other</i> in the announcement.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>

The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

<p>Proof of Non-Profit Status</p>	<p>Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i></p>	<p>Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p>
-----------------------------------	--	---